

Policy for Criminal History Checks (CHC) for Student Teachers

1. Fingerprint cards must be from the State Department of Education (SDE).
2. Fingerprint card and \$34.75 fee must be submitted to the SDE by the University/College with University/College address and “district” number.

(“District number” is a unique identifying number that has been issued to the universities and college for criminal history check purposes)

3. Fingerprint card and fee must be submitted to the SDE before a student teacher is able to student teach in a school district.
4. When SDE receives the fingerprint card for a student teacher their name will be placed on the Student Teacher list on the “District Criminal History Background Check” website. The student teacher’s name will remain on the student teacher list for a total of three (3) years.
 - a. For certification purposes, when a student teacher’s name appears on the “student teacher list”, the SDE will accept CHC results for up to three (3) years beyond the open date (the date a fingerprint card is received by the SDE and entered into the database as an electronic file).
 - b. For employment purposes, when a student teacher’s name appears on the “student teacher list”, the SDE will accept the CHC results for up to three (3) years beyond the open date.
 - c. When hiring a newly certified student teacher, the school district must review “student teacher list” on the CHC website to determine if a CHC has been completed.
 - (1) If the newly certificated student teacher’s name appears on the student teacher list as certified, the school district must call or e-mail the SDE. The SDE will then move the name from the “student teacher list” to the employee list. In this case, a new CHC is not required.
 - (2) If the newly certificated student teacher has previously been employed or fingerprint card was submitted through a school district or his/her CHC was completed more that three years ago, the school district must submit a new CHC. In this case, the employee’s name will not appear on the “student teacher list.”

The website is updated daily and available to:

- d. view current information regarding student teachers for whom fingerprint cards were sent to the SDE for processing; determine when the SDE received the fingerprint cards;
- e. receive daily updates with the latest results from the BCI and FBI;
- f. know when to call the SDE in reference to “hits”, BCI or FBI status, or other questions; and,
- g. assist the University/Colleges and school districts in tracking individuals who have not received a timely CHC.

The CHC website is:

http://www.sde.idaho.gov/site/teacher_certification/criminal_history.htm

IMPORTANT – It is the responsibility in each University/College to check the website on a daily basis to determine the status of its student teachers. Please do not assume that “no news is good news.”

- 5. Student teachers requesting to substitute teach must submit a Substitute Teacher form signed by the University/College. This will put the student teacher on the State-wide substitute teacher list.
- 6. Student teachers working in more than one school district must submit a Multiple Assignment form signed by both the University/College and the school district(s) to SDE.
- 7. If a student teacher was in the process of their student teaching and submitted a fingerprint card to the SDE through a school district prior to July 1, 2008, the SDE will accept the CHC results for up to one year beyond the open date. However, if the student teacher is hired by another district a new CHC is required.